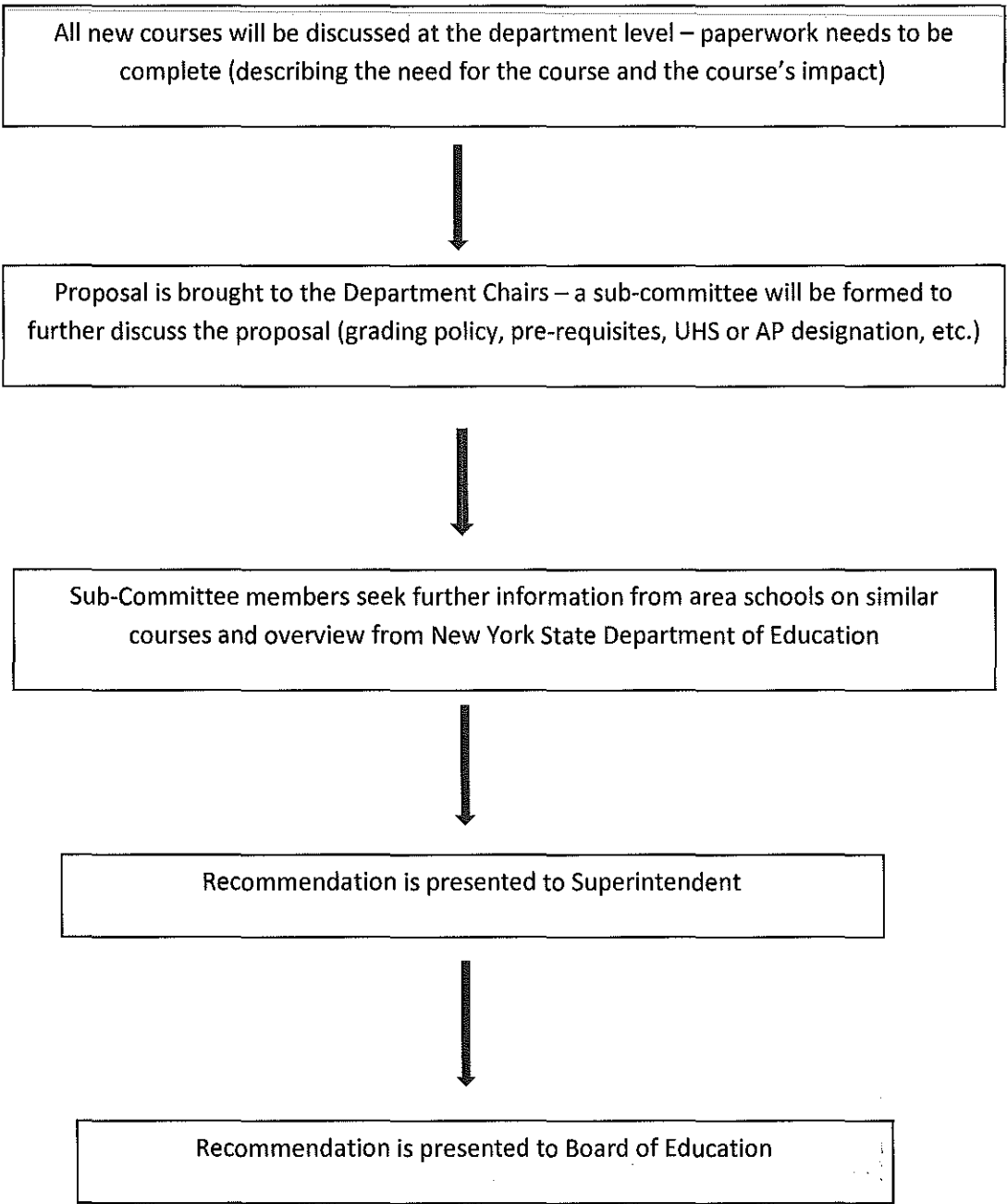


New Course Proposal Process Flow Chart



5. How does this course respond to the needs of children in a rapidly changing society and provide 21st Century Skills?

6. Why should this course be approved and added to the Duaneburg curriculum?

FISCAL / PHYSICAL IMPACT (TO BE COMPLETED BY DEPARTMENT MEMBERS)

1. STAFFING

- a. Will additional staff be needed?
- b. Will this course replace an existing course?
- c. Please list any other potential staffing implications; include what credentials or training are required for the teaching staff.

2. SUPPLIES / MATERIALS

- a. Will there be additional costs for supplies / materials related to this course?
- b. If so, please provide a list of items and estimated cost.
- c. Will supplies / materials need to be replaced each school year?

3. TEXTBOOKS

- a. Will there be textbook costs associated with this course? If so, please estimate text cost.

4. CURRICULUM HOURS / PROFESSIONAL DEVELOPMENT

- a. How many hours will be needed to develop course content?
(If required, does staff have the necessary certification and is there an option for a substitute?)

b. When will this curriculum development take place (i.e. during school hours, after school, over the summer)?

c. Will release time and substitutes be requested to allow teachers to develop proposed course curriculum?

5. MASTER SCHEDULING / FACILITY USAGE

a. Will this course require space *other than a typical classroom* (i.e. lab space, multiple computers)?

b. How will this course affect scheduling of teachers and/or students?

6. ADDITIONAL COSTS

a. Please describe and estimate any potential additional costs associated with the proposed course (i.e. space requirements, field expenses, accommodating children with special needs, etc.):

7. OUTCOMES

a. What level of oversight is appropriate for the first year or two of course implementation? (i.e. what oversight above what a normal course would receive)

b. How will the success or failure of the course be determined? (i.e. specific goal of minimum grade on AP test or acceptance by colleges for course credit)

Submitted by: _____ (signature)

Date: _____

